



CITY OF LONG BEACH GAS & OIL DEPARTMENT

EMPLOYMENT OPPORTUNITY / TRANSFER

ASSISTANT ADMINISTRATIVE ANALYST I-II

\$21.407 – \$33.787 per hour

THE POSITION

The Long Beach Gas & Oil (LBGO) Department has an immediate opening for a permanent, full-time classified Assistant Administrative Analyst position within the Engineering and Construction Bureau. This position will perform a variety of administrative duties related to the areas of contract and vendor administration, project administration, purchasing and regulatory compliance. The Engineering and Construction Bureau constructs, operates and maintains a natural gas distribution system, serving 150,000 customers in the Cities of Long Beach and Signal Hill.

EXAMPLES OF DUTIES

- Create, review, print and ensure organization of procurement documentation;
- Collect, organize and maintain Department vendor insurance certificates;
- Contact vendors for materials
- Collect, input and track financial, operational and statistical data;
- Manage and update logs, templates and website content;
- Prepare agendas, meeting notes and reports;
- Review, edit and track invitations to bid (ITB), Requests for Proposals (RFP's) and other documents;
- Prepare outreach materials and conduct outreach related to public awareness programs, bids and business opportunities;
- Provide analytical and administrative support to the bureau;
- Performs other duties as assigned.

APPLICATION PROCESS

This position is open to current classified Assistant Administrative Analysts. Interested applicants must submit a letter of interest and resume with detailed work experience to:

Long Beach Gas & Oil
Sandra Aguilar, Personnel Officer
Sandra.Aguilar@longbeach.gov

Submissions must be received by 4:30 PM on Friday, April 8, 2016. Those candidates determined best suited for the position will be invited to participate in the selection process.

MINIMUM REQUIREMENTS

- Excellent writing, proofreading, and oral communication skills;
- Ability to multi-task and manage competing priorities; excellent organizational and time management skills;
- Excellent interpersonal skills to work effectively with both external and internal clients at all levels;
- Ability to work independently with minimal supervision;
- Strong attention to detail;
- Proficiency in the Microsoft Office Suite of Programs;
- Excellent work attendance, professional appearance and demeanor;
- Valid California Class C Driver License and satisfactory driving record.

DESIRABLE QUALIFICATIONS:

Education or experience in the areas of contract administration, purchasing, financial reporting or other fields related to the position.

This information is available in an alternate format by request to the Long Beach Gas & Oil Personnel Services Division at (562) 570-2043. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-2043.

**AN EQUAL OPPORTUNITY
EMPLOYER,
THE LONG BEACH GAS & OIL
DEPARTMENT ENCOURAGES
DIVERSITY IN ITS
WORKFORCE.**